

## Information Regarding Enrolling New Students

Parents and Legal Guardians are reminded of the following when enrolling new students:

1. Please call before you come in to make sure you have everything you need and to make sure counselor will be available.
2. Parent or legal guardian must be present to enroll.
3. Please bring student in with you.
4. If you are not the biological parent, you must have a signed court order regarding custody to enroll the student.
5. You must bring in the following to enroll:
  - Withdrawal form from previous school
  - Final transcript from previous school (9th graders can have an 8th grade report card)
  - Immunization/shot record
  - Birth Certificate
  - Social Security card (if possible)
  - IEP for special education students
  - Custody papers if applicable
  - **VERY IMPORTANT** - current utility bill (gas, water, or electric only) with parent name and address on it. If you just bought a home or have just signed a lease or you are living with someone, you will need to go to Chesapeake Student Services first. You can contact 757-547-0545.